

APPENDIX E-527 P

SENSITIVE/CONTROLLED SUBSTANCE AND SUBSISTENCE SHUT DOWN INVENTORIES

1. PURPOSE

This appendix is applicable to chapter 7 and provides instructions for conducting annual shut down inventories for all subsistence items and quarterly shut down inventories for sensitive and controlled substance items which are assigned ICC U.

2. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Inventory Monitor/Inventory Accounting Branch, DSO, is responsible for the preparation and control of required documents as described herein.

3. APPENDICES USED IN THIS PROCESS

a. Appendix A-73, Freeze Indicator Codes, National Stock Number (NSN) or Balance Freeze.

b. Appendix A-86, Manager Forced/Directed Action Codes.

c. Appendix B-29, Inventory Notification Transaction (Sample Inventory Only).

d. Appendix B-190, National Stock Number (NSN) or Balance Freeze Transaction.

e. Appendix E-190 P, National Stock Number (NSN) or Balance Freeze Transaction.

4. PROCEDURES/INSTRUCTIONS

a. Ten days prior to each scheduled shut down inventory, prepare an IOM for distribution to IMs informing them of the location taking the inventory, cutoff date, and the range of items to be inventoried. The IOM will specifically state that manual issues are not to be made against the location under inventory starting five days prior to the cutoff date and remaining in effect until count transaction are received and processed. Exceptions to this policy are permissible in the processing of IPG I requisitions where the only stock available is at the depot under inventory. If such is the case, MROs will be phoned to the depot and a post-post transaction will be input utilizing the appropriate Manager Forced Directed Action Code, appendix A-86. Notification will be provided to IM when the count transaction have been processed. Method of notification is optional, e.g., IOM, verbal contact with Branch/Division Chiefs, and so on.

b. At least five days prior to the cutoff date, prepare and enter a Freeze Transaction, DIC ZJK, appendix B-190, utilizing Freeze Code T. Instructions for preparation of the freeze transaction are contained in appendix E-190 P. This action is required to prevent MROs from being mechanically generated to the inventory location.

c. Release of the issue freeze will be accomplished mechanically based on processing of a Physical Inventory Count Transaction, DIC DKA, or a Physical Inventory Cancellation Transaction, DIC ZAR.

d. The procedures in subparagraphs a and b apply to shut down inventories for both DLA and non-DLA depots and must be accomplished for each scheduled shut down inventory to maintain effective control.

e. On shut down inventories for non-DLA depots, it will also be necessary to input the required ZK1/ZK4 transaction, appendix B-114, to place normal inventory procedures into effect. For DLA depots, the required notification will be input by the depots via DIC CK5 transaction; ZK1/ZK4 input is not necessary.

f. Except as noted in subparagraph a, those requisitions normally edited against the inventory location which cannot be satisfied from another location will be mechanically placed on backorder and DIC AE_ with BB status will be furnished to the customer.

g. DLAR 4145.11 requires that DSCs and depots perform a monthly reconciliation on sensitive/controlled substance items, i.e., ICC U. For DLA depots, this requirement is met through the Depot Balance and Transaction Register Program. For Norfolk only, at the end of each month, the program will mechanically generate Transaction History File Printout, appendix F-110A, for each NSN assigned ICC U. The printouts will reflect the current month's history (all DICs included). Printouts will be output to the Inventory Monitor for subsequent mailing to the depot.

5. FLOWCHART

Flowchart not required.